OTCnet℠

Deposits Made Simple

Chapter 5: Correcting Scanned Checks

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Correcting Scanned Checks Participant User Guide* includes:

- Check Capture Supervisor

- Check Capture Lead Operator (Edit a Check Item topic only)

Overview

Welcome to *Correcting Scanned Checks*. In this chapter, you will learn:

- The purpose of correcting scanned checks

- How to edit a Magnetic Ink Character Recognition (MICR) codeline

- How to edit a check item

Topics

This chapter is organized by the following topics:

1. Purpose of Correcting Scanned Checks

2. Edit a Magnetic Ink Character Recognition (MICR) codeline

3. Edit a Check Item

Topic 1. Purpose of Correcting Scanned Checks

As a **Check Capture Supervisor (CCS)** and **Check Capture Lead Operator (CCLO)** you are the only authorized users who can correct a scanned check. Correcting a check that you may have permission for can involve one or more of the following resolves:

- Adjusting the Magnetic Ink Character Recognition (MICR) codeline (**CCS** only)
- Editing a check after it is entered and saved into OTCnet (**CCLO** and **CCS**)

Agency users who have permission to make corrections to checks should know the risks of submitting a check with incorrect information. They include debiting another individual's/company's or Agency's account and an increased likelihood of a returned check.

To avoid these risks, **Check Capture Supervisors** are able to adjust a MICR line and edit a check after it has been scanned by either a **Check Capture Lead Operator** or **Check Capture Operator**.

Topic 2. Edit a Magnetic Ink Character Recognition (MICR) Codeline

As a **Check Capture Supervisor**, you can make MICR line corrections. You will be prompted to key in your Login ID and Password before correcting the MICR line.

If a **Check Capture Lead Operator** or **Check Capture Operator** scans the check and if the scanner detects a problem with the Magnetic Ink Character Recognition (MICR) codeline data (such as certain characters or all characters could not read by the scanner), the operator is prompted to have the codeline corrected.

When a *Check Processing Error* or *Unsupported Bank Number* message appears, the operator has the option to correct the codeline, rescan the check, or cancel the scan. It is recommended that before attempting to correct the codeline, the operator rescan the check. Rescanning the check usually corrects the error.

If the error message continues to appear after the check is rescanned, contact your **Check Capture Supervisor** to discuss options for capturing a check (e.g. rescanning the check again, correcting the MICR codeline or using the deposit processing functionality). If problem persists, and the decision is made to correct the MICR codeline, table 1 below provides the symbol replacement codes to make the necessary corrections. If the scanner continues to have difficulty reading the characters in the codeline, you can create a deposit using the **Deposit Processing** tab within OTCnet. The **Deposit Processing** tab only appears if your Agency and appropriate users have permission to create deposits using this functionality.

For detailed support, reach the OTCnet Customer Support Center at fms.otcchannel@citi.com or call toll free at 866-945-7920.

Table 1. Code Symbol Descriptions

| Code	Symbol	Description
T	⑆	Beginning or ending of a transit number. Also known as Routing number or ABA number.
O	⑈	The On-Us field contains the account number and may also contain a serial number and transaction code.
A	⑇	Displays the amount of an amount-encoded check.
D	⑉	Dash separates the values of the other fields.

Correct a MICR Codeline

1. From the *Check Scan – Perform Check Scan* page, the *Check Processing Error: Reject Characters Detected* (*or Unsupported Bank Number*) message appears (see Figure 1 below).

   Click:

   - **Yes** to correct the codeline
        Or

   - **Rescan** to rescan the check
        Or

   - **Cancel** to completely cancel the transaction

   For *Unsupported Bank Number* error message, you will only be able to click **Yes** or **Cancel**.

Figure 1. Check Processing Error Message Types
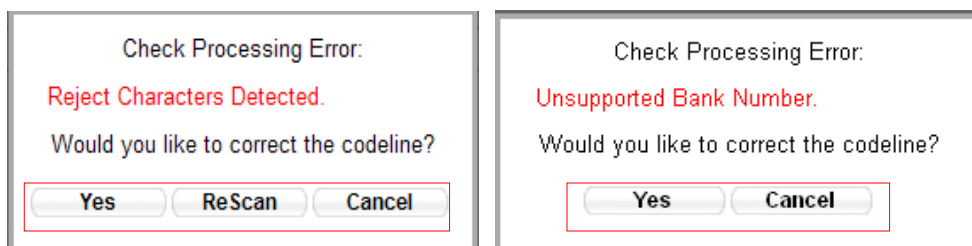
2. The *Login ID and Password* dialog box appears. Enter the **Login ID** and **Password** and click **Login** (see Figure 2 below).

   If a **Check Capture Lead Operator** or **Check Capture Operator** scanned the check, OTCnet will prompt the operator for authorization. Only a **Check Capture Supervisor** can perform MICR line corrections. The **Check Capture Supervisor** must key in his/her Login ID and Password before correcting the MICR line.

Figure 2. Login Dialog Box
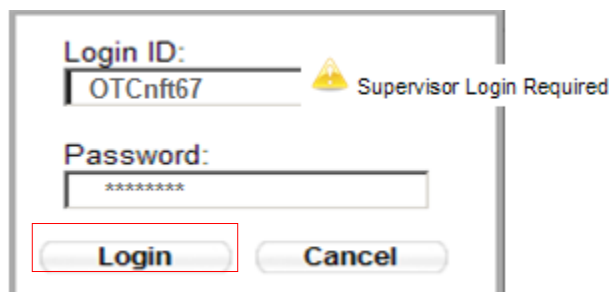
3. The *Codeline Correction box* appears. Enter the correct numbers and click **OK** (see Figure 3 below). Resume check scanning.

   OTCnet will indicate the character(s) that are illegible by replacing it with a question mark(s). Look at the MICR line image closely to ensure all the characters are correctly captured. If they are not captured, click **Cancel** and rescan the check.

Figure 3. Codeline Correction Box

The cursor is at the end of the line on the bottom (in this example, after the numbers …1172). That is the editable line. A compare of what was read by the scanner is displayed in the top line. Click on the number(s) that need to be edited and type the corrected number. Accuracy is of the utmost importance. Double check to make sure that the correct numbers are being typed and that extra numbers are not left behind.

Correct a MICR Line

To correct a MICR line, complete the following steps:

1. From the Check Scan – Perform Check Scan page, the *Check Processing Error: Reject Characters Detected/ Unsupported Bank Number* message appears. Click **Yes** to correct the codeline.

   Or

   Click **Rescan** to rescan the check (applies only to *Reject Characters Detected* message).

> **Application Tip**
>
> Click **Rescan** if the check image is skewed, illegible, or upside down.

   Or

   Click **Cancel** to completely cancel the transaction.

2. The *Login ID and Password* dialog box appears. Enter the **Login ID** and **Password** and click **Login**.

> **Application Tip**
>
> If a **Check Capture Lead Operator** or **Check Capture Operator** scanned the check, OTCnet will prompt the operator for authorization. Only a **Check Capture Supervisor** can perform MICR line corrections. The **Check Capture Supervisor** must key in his/her Login ID and Password before correcting the MICR line.

3. The *Codeline Correction box* appears. Enter the correct numbers and click **OK**. The *Codeline Correction box* closes and the scanned check image appears.

ⓘ Application Tip

OTCnet will indicate the character(s) that are illegible by replacing it with a question mark(s) for the *Check Processing Error: Reject Characters Detected*. The *Check Processing Error: Unsupported Bank Number* message will not have a question mark in the MICR line for corrections. Look at the MICR line image closely to ensure all the characters are correctly captured. If they are not captured or marked with a question mark, click **Cancel** and rescan the check.

If the scanner continues to have difficulty reading the characters in the codeline, the operator can create a deposit using the Deposit Processing tab within OTCnet. Note the Deposit Processing tab only appears if your agency and appropriate users have permission to create deposits for over-the-counter collections

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ⓘ Application Tip

The following illustrates what symbols are within the MICR line.

Code	Symbol	Description
T	⑆	Beginning or ending of a transit number, also known as a Routing number or ABA number.
O	⑈	The On-Us field contains the account number and may also contain a serial number and transaction code.
A	⑇	Displays the amount of an amount-encoded check.
D	⑉	Dash separates the values of the other fields.

Topic 3. Edit a Check Item

As a **Check Capture Supervisor** or **Check Capture Lead Operator**, you are the only authorized users who can edit a check within a batch. You can only edit checks in batches for OTC Endpoints that you have permission to access. You may choose to edit a check if the data entered in the amount or user defined fields were found to be incorrect.

Before you can edit a check, you must first search for the batch in which the check resides. You can search for batches by OTC Endpoint, Batch ID, Cashier ID, and/or Batch Status. If you run a search without specifying any criteria, the search results include all batches in the system that you have access to view. You can only edit checks that carry an open or closed batch status (see Figure 5 below).

Figure 4. Batch Status Types

Open	Indicates the batch is open and accepting new checks
Closed	Indicates the batch is closed and no new checks are accepted
Approved	Indicates the batch is ready for settlement
Forwarded	Indicates the batch has been sent to Debit Gateway to initiate the settlement process

Edit a Check Item

1. Click the **Check Processing** tab. Click **Batch Management** (see Figure 6 below).

Figure 5. Check Processing> Batch Management
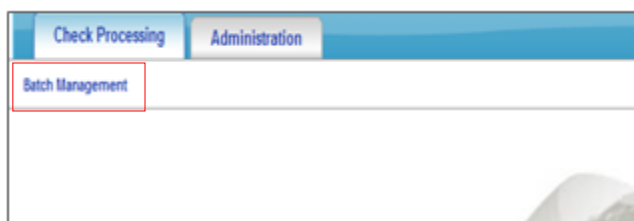
2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view (see Figure 7 below).

Under **Batch Search Conditions**, *optional*
*   Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column
*   Enter the **Batch ID**
*   Enter the **Cashier ID**

Under **Batch Status**,
*   Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**.

Figure 6. Search Batch Page

3. The *View Batch* page appears. Click the **Batch ID** hyperlink (see Figure 8 below).

Figure 7. View Batches Page

4. The *View Checks* page appears. Click the **Item ID** of the scanned check you would like to edit. An image and details of the check appear in a window below. Click **Show Item** to the right of the check image to edit (see Figure 9 below).

Figure 8. View Checks Page

5. The form data and expanded check image appear. Under *the Show Item* page, enter the updated information under **Agency Form Data**, then click **Update** under **Server Controls** (see Figure 10 below).

    Note that when the correct check item is found, and changes to the configurable fields and/or dollar amount values applied, the MICR Codeline cannot be modified.

Figure 9. Update Form Fields

6. Click **Confirm** to validate that you want to update the check's data (see Figure 11 below).
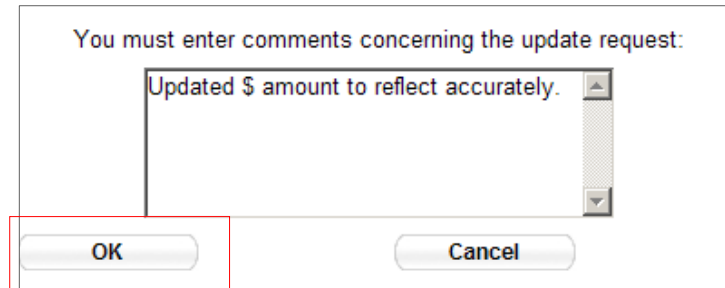
Figure 10. Confirm Check Update Dialog Box

7. Enter comments concerning the updated request at the prompt and click **OK** (see Figure 12 below).
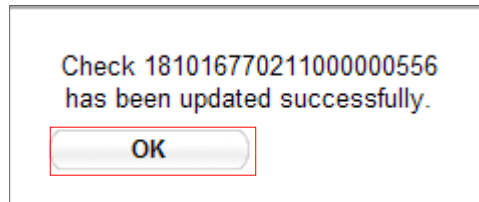
Figure 11. Enter Comments Dialog Box

8. Click **OK** at the confirmation prompt stating that the check has been updated successfully (see Figure 13 below).

Figure 12. OK for Check Update Dialog Box

Edit a Check Item

To edit a check item, complete the following steps:

1. Click the **Check Processing** tab.

2. Click **Batch Management**. The *Search Batch* page appears.

3. Select or enter the batch search conditions you would like view.

   Under **Batch Search Conditions**, *optional*
   - Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column
   - Enter the **Batch ID**
   - Enter the **Cashier ID**

   Under **Batch Status**,
   - Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

4. Click **Search**. The *View Batch* page appears.

5. Click the **Batch ID** hyperlink. The *View Checks* page appears.

6. Click the **Item ID** of the scanned check you would like to edit. An image and details of the check appear in a window below.

7. Click **Show Item** to the right of the check image to edit. The form data and expanded check image appear.

8. Under *the Show Item* page, enter the updated information under **Agency Form Data**, then click **Update** under **Server Control**s.

9. Click **Confirm** to validate that you want to update the check's data.

10. Enter comments concerning the updated request at the prompt and click **OK**.

11. Click **OK** at the confirmation prompt stating that the check has been updated successfully.

> **ⓘ** **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Previous** to return to the previous page.
> - Click **Void All** to void all items in the batch.
> - Click **Print Batch List** to print the batch list.
> - Click **<** to go to the first batch.
> - Click **>** to go to the next batch.
> - Click **<<Image** to return to the previous check.
> - Click **>>Image** to view the next check.
> - Click **Zoom-** to reduce the image size.
> - Click **Zoom+** to enlarge the image size.
> - Click **Rotate Left** to turn the image to the left.
> - Click **Rotate Right** to turn the image to the right.
> - Click **Show Item** to view the check item and perform update.
> - Click **Void** to void a single check item.
> - Click **Receipt** to print a receipt.
> - Click **Print Item** to print an Item List report.
>
> Additional buttons on the *Show Items* page that help you perform other tasks:
> - Click **-Front** to return to the previous check.
> - Click **Back+** to view the next check.
> - Click **-Zoom** to reduce the image size.
> - Click **Zoom+** to enlarge the image size.
> - Click **Rotate Left+** to turn the image to the left.
> - Click **Rotate Right+** to turn the image to the right.

Summary

In this chapter, you learned:

- The purpose of correcting scanned checks

- How to edit a Magnetic Ink Character Recognition (MICR) codeline

- How to edit a check item

In the next chapter, you will learn how to pull reports for scanned checks.

Notes

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Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement.

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch statuses for online OTCnet are Open, Closed, Approved, and Forwarded. The batch states for offline OTCnet are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to configure Check Capture functions and perform upgrades of the application; to download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders.   The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions.   The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not

recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality.

Check Number - The printed number of the check writer's check.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

 Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

 MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program Agency.

Organization Hierarchy - The structure of a Federal Program Agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

S

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks. **Settled** - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

V

View CA$HLINK II File Status Report - An administration report that allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

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